



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-128

Date: June 8, 2012

14 FAM 410

PERSONAL PROPERTY MANAGEMENT FOR POSTS ABROAD

Changes

1. This Change Transmittal issues the following revisions to subchapter 14 FAM 410:
 - **14 FAM 411.3-1, Compliance Monitoring:** The accountable property officer and property management officer must certify the data to be submitted annually on Form DS-582, Property Management Report. The Property Management Branch staff may verify with Bureau of Resource Management (RM) officials the accuracy of assertions by responsible post officials in Statements of Assurances relating to property management requirements. The post management officer (PMO - service provider) should make available a copy of the Ambassador's Annual Statement of Assurance to customer agencies' PMOs. Before preparing the Ambassador's Annual Statement of Assurance, the accountable property officer (APO) should present to the ICASS council an overview of post's property management internal controls and the results of the annual inventory reconciliation for customer agencies. The APO and the PMO should bring evidence of noncompliance with property policies to the attention of the Agency Property Management Officer (Director, A/LM/PMP) and/or Director, M/MS for USAID; and
 - **14 FAM 411.3-2, Compliance Enforcement:** The Agency Property Management Officer must refer repeated or serious instances of noncompliance to the applicable bureau Assistant Secretary with a letter stating that disciplinary action should be taken in accordance with 3 FAM 4300 or 3 FAM 4540, as appropriate, for situations involving failure to provide required U.S. Federal agency-specific

reports (such as the annual Fiscal Exchange/Sale, or Negotiated Sales) to customer U.S. Federal agencies. The Agency PMO and any other party must promptly report knowledge of or reasonable suspicion of anyone making a false certification to either the annual Form DS-582's Part A: Certification of Inventory Reconciliation, or to Part B: Regulations Compliance Report; or false certification of property management reports including those provided to customer agencies to the Office of Inspector General/Office of Investigations. See 1 FAM 053.2-5 and 18 U.S.C. 1001. Individuals who fail to fulfill their responsibilities under these policies may be subject to administrative action as described in 3 FAM 4300 or 3 FAM 4540, as appropriate.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management (A/LM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 410 (CT:LOG-124; 05-16-2012) and insert revised subchapter 14 FAM 410 (CT:LOG-128; 06-08-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-128, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.